

FINANCE DEPT. USE ONLY

Vendor #: _____

Vendor Acknowledgement Letter

Return to: Campbell County Department of Finance
Attention: Accounts Payable Bookkeeper
P.O. Box 843
Jacksboro, TN 37757

This letter is to acknowledge that _____ Company/Vendor
(Printed Company/Vendor Name)

has been advised of the Purchasing Procedures of Campbell County Government (see enclosed memo), and is fully aware that the intent of these purchasing procedures is to control authorized purchases through the use of a centralized purchasing system which utilizes Purchase Orders. By signing and returning this letter, the authorized representative of the above named Company/Vendor acknowledges awareness and acceptance of the Purchasing Procedures of Campbell County Government, and such Company/Vendor specifically agrees not to provide any goods and/or services to any department, agency, or division of Campbell County Government without the prior receipt of a fully executed Purchase Order. Further, by signing and returning this letter, the authorized representative of the above named Company/Vendor acknowledges that any sales made to any department, agency, or division of Campbell County Government without prior receipt of a fully executed Purchase Order may result in the return of, delayed payment of, or non-payment of items provided without prior receipt of a fully executed Purchase Order.

By: _____
(Signature of Authorized Representative)

(Date)

(Printed Name of Authorized Representative)

(Title of Authorized Representative)

(Print Full Company Name)

(Company Address)

(Company Address)

(Telephone Number)